

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

A. General Information

Grantee Name	City of Jersey City
Name of Entity or Department Administering Funds	Division of Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Jonique S. Mosley
Title	Program Analyst – Relocation Assistance & HOPWA Coordination
Address Line 1	30 Montgomery Street
Address Line 2	Suite 404

City, State, Zip Code	Jersey City, NJ 07302
Telephone	201-547-4871
Fax	201-547-5104
Email Address	<u>mosleyj@jcnj.org</u>
Authorized Official (if different from Contact Person)	Darice Toon
Title	Director
Address Line 1	30 Montgomery Street
Address Line 2	Suite 404
City, State, Zip Code	Jersey City, NJ 07302
Telephone	201-547-5304
Fax	201-547-5104
Email Address	darice@jcnj.org
Web Address where this Form is Posted	www.jerseycitynj.gov

Amount Grantee is Eligible to Receive*	\$2,676,991
Amount Grantee is Requesting	\$2,676,991

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The Division of Community Development (DCD) followed the required citizen participation plan for this proposed substantial amendment by carrying out the following activities:

- Published a public notice in the Jersey Journal (City local newspaper) and allowed for the required twelve (12) day comment period. Proposed activities and allocation plans were advertised in the local newspaper.
- Held a public hearing on May 13th to accept comments on the proposed substantial amendment. In addition, a copy of the City's HPRP Plan was made available at the Division of Community Development, City Clerk's Office and Jersey City Main Library. No comments were received at the public hearing or during the 12 day comment period.

In addition, the proposed substantial amendment was discussed at the Hudson County Alliance to End Homelessness formerly known as, Jersey City /Hudson County Continuum of Care meeting and during meetings with key public and private stakeholders to receive input on program design and implementation. Public comment was further solicited during a public hearing that took place on April 22, 2009.

The Division of Community Development received one written recommendation in response to the above referenced public hearings. DCD is in the process of responding to the recommendation to allow for assistance for aging out youth.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
 - ☐ Grantee did not receive public comments.
 - ☒ Grantee received and accepted all public comments.
 - ☐ Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

The public hearing held on Wednesday, May 13, 2009 had no attendees and no written comments by the commentary deadline. However, DCD received one written recommendation in response to the above referenced public hearings. DCD is in the process of responding to the recommendation to allow for assistance for aging out youth. DCD used various forms of media (i.e. print, web, and e-mail) to ensure public awareness of the City's plan for HPRP funds.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be provided by means of a grant agreement executed by HUD and the City (grantee). The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

DCD will utilize a competitive Request for Proposal (RFP) process to solicit subgrantees for the homeless prevention, rapid re-housing and housing stabilization activities. Proposals will be evaluated and ranked by a review committee comprised of DCD staff. Each proposal will be reviewed for consistency with the RFP proposal and review criteria. Staff review leader will submit funding recommendations to the Director of DCD who will jointly make the final subgrantee recommendations. It is anticipated that Request for Proposals will be issued for the following activities: Housing Prevention, Rapid Re-Housing and Housing Stabilization Services. Each subgrantee will receive a (1) one year contract for the proposed activities. Grantee performance will be evaluated annually and contracts will be extended for successful performers. If a subgrantee's performance is deemed unsatisfactory, unexpended balances will be recaptured and re-allocated via an RFP process.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

DCD intends to use the timeframe of June through mid-August to complete the Request For Proposals (RFPs) solicitation, review and selection process for subgrantees of the Housing Prevention, Rapid Re-Housing and Homeless Diversion Program. All Homeless Prevention Program contracts with subgrantees will be completed and all components of the Plan will be initiated by no later than September 30, 2009. Upon receipt of a contract from HUD, DCD will immediately release an RFP. Grantees will be provided approximately four (4) weeks to complete proposal applications and submit completed applications to the City. The City will review applications and submit recommendations for Council authorization within one month after the application deadline date.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its sub grantees (limit 500 words).

Response:

As required in the HUD Guidance, DCD plans to use a minimum of 60% of the funds within the first 2 years of the program. Allocations for each activity have been set to ensure that the majority of the funds will be expended timely. DCD will draw down 60% of its HPRP grant funds within 2 years of the date that HUD signs the grant agreement and 100% of funds within three years of this date. The DCD will ensure that funds are drawn down quarterly in compliance with the Timeliness Standards, Section V, C of the HUD Guidance.

DCD has designated staff within the agency's structure to administer and monitor the use of the HPRP funds. Dedicated staff will include a Homeless Coordinator, Program Analyst, and Administrative Professional. DCD will monitor sub-grantees that will perform the Housing Prevention, Diversion and Rapid Re-Housing activities. Through daily, weekly and monthly reporting in HMIS, DCD will collect data on use of funds and persons served. As required, payments and accomplishments will be reported. DCD will follow the requirements established by HUD through the Office of Management and Budget to prepare and submit quarterly and annual reports.

DCD will monitor internal programmatic activities and sub-grantee programmatic activities monthly to ensure that established goals for the number served and quarterly expenditures are met.

Finally, DCD is creating a series of assessment tools and internal reporting requirements to ensure:

- 1) All three proposed activities including, Housing Prevention, Housing Diversion and Rapid Re-housing as described in this Substantial Amendment are performed in compliance with the HPRP guidelines
- 2) Appropriate households that are in need of the funding or would otherwise become homeless, and those in emergency and transitional housing are served.
- 3) Accurate assessments of the level of need are used and that linkages with all possible resources are made available to households served.
- 4) All work is transparent and recorded in HMIS
- 5) All follow up activities are completed timely in accordance with the HUD guidelines for short and medium term rental assistance.
- 6) Households that are 50% or below area median income are served.
- 7) Target populations are consistent with the Continuum of Care established in Jersey City as recommended in the HUD Guidelines.
- 8) Monies are expended timely: 60% of funds are spent by year 2 and 100% of funds are spent by year 3.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

DCD has conducted preliminary meetings and discussions with the United Way of Hudson County, Jersey City Housing authority and Monarch Housing to assess the potential utilization of HPRP funds and collaborative efforts with each organization. These would include United Way's 2-1-1 resource hotline and Jersey City Housing Authority's Family Self Sufficiency (FSS) and voucher-like programs.

DCD plans to research other entities within Jersey City and Hudson County receiving American Recovery Funds to invite all applicable parties to a Continuum of Care meeting. DCD and County representatives will facilitate the meeting as a forum to generate dialogue among funded agencies and other providers. Thus, generating thought provoking ideas and methods to maximize the use of HPRP

monies within our community. DCD will charge the Community Awareness and Outreach Subcommittee to conduct additional research and facilitation of collaborative measures.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The Jersey City Division of Community Development serves as a lead agency in collaboration with Hudson County Division of Community Development for the countywide Continuum of Care. Many agencies serving similar populations are active participants within the network. The Division of Community Development will establish linkages and partnerships with agencies as appropriate in implementing this project. The Division of Community Development serves as an administrator to providers who are linked to HMIS and this tool will assist in facilitating collaborations between agencies.

The ultimate goal of the collaborative effort will be to insure that participants gain access to available services. Housing retention and stability will be achieved through these collaborations.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The DCD consolidated plan illustrates several goals and objectives (pages 114-118) which would increase the level of assistance for individuals and families.

The objectives outlined in the plan are to 1) increase the number of permanent/transitional units for targeted populations; 2) reduce the number of homeless youth; 3) provide for stabilization of homeless families; and 4) reduce the number of low income/special needs persons in threat of losing their primary residence. The activities proposed in the DCD plan assist in meeting objectives by stabilizing families and reducing the number of households in threat of losing housing.

Therefore, DCD proposes to utilize the funding as follows:

- A. Homeless Prevention- City-wide Community Based - provide homeless prevention and retention assistance to low-moderate income households who have delinquencies in rent and utilities. Services to be provided include

but not limited to 1st month rent or security deposit assistance or short term (3 months) or medium term (4-18 months) rental assistance to prevent homelessness. DCD currently funds several programs capable of disseminating the level of services described

- B. Housing Counseling – provide mortgage foreclosure counseling assistance to low-moderate income households.
- C. Housing Diversion - (Intake Center Based) - conduct assessment and family remediation of families/persons requesting shelter placement to determine housing retention possibilities.
- D. Rapid Re-Housing – targeted to residents of Jersey City - provide rapid re-housing assistance by: providing 1st month rent, security deposit and short term (3 months) or medium term (4-18 months) rental assistance primarily to families and single persons experiencing homelessness.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention (Includes Diversion)	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$1,000,000	-	\$1,000,000
Housing Relocation and Stabilization Services ²	\$190,029	\$1,311,726	\$1,501,755
Subtotal (add previous two rows)	\$1,190,029	\$1,311,726	\$2,501,755

Data Collection and Evaluation ³	\$53,540
Administration (up to 5% of allocation)	\$121,696
Total HPRP Amount Budgeted⁴	\$ 2,676,991

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

	<u>5/18/09</u>
Signature/Authorized Official	Date

Director
Title

Signed certifications and the completed Form 424 will be provided upon submission of the Substantial Amendment to HUD.